

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in rejoining [Company's Name] in a [specific position or department] capacity. I previously worked as a [Your Job Title] from [Start Date] to [End Date], and I have fond memories of my time there and the valuable experience I gained.

[Briefly mention any relevant skills or experiences gained since you left the company that make you a suitable candidate.]

I would greatly appreciate the opportunity to discuss any potential openings that may align with my skills and experiences. Thank you for considering my inquiry. I look forward to the possibility of reconnecting and contributing to the team once again.

Warm regards,

[Your Name]